



**FINANCE AND ADMINISTRATION CABINET
COMMONWEALTH OFFICE OF TECHNOLOGY**

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AGENCY CONTACT MEMORANDUM

TO: Agency contacts
FROM: Eric Morrison, Change Manager,
Commonwealth Office of Technology
DATE: December 8, 2008
SUBJECT: Cold Harbor Power Outage

The Commonwealth Office of Technology and Finance Facilities will perform required electrical maintenance on Sunday, December 21, 2008.

Shutdown procedures for all equipment located at Cold Harbor will begin at 5 a.m., and could take as long as four hours to complete. Work on the Uninterrupted Power Supply will begin immediately after shutdown, and is expected to take one hour. Startup procedures will begin at 10 a.m. and will take approximately four hours, with total service restoration anticipated by 2 p.m.

This outage is required to transition power circuits to the recently upgraded Uninterruptable Power supply that servers the Cold Harbor facility. All servers, network and communications equipment located in that building will be unavailable during this outage. This includes the central hub servicing the entire commonwealth Wider Area Network. All Web sites hosted by Kentucky Interactive will also be unavailable. Web users will be redirected to a notification page stating the reason for the downtime and expected duration of the outage.

All COT-managed devices will be powered down and up again by COT staff. Any "floor-space only" systems hosted by the organization at the Cold Harbor facility will require assistance from each participating agency's staff to perform these functions. Please make arrangements to have staff on site to shutdown systems prior to 5 a.m. on Sunday December 21 and return to start all systems after 10 a.m. the same day.

The Commonwealth Office of Technology appreciates your cooperation and understanding.

Thank you,

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